

M E M O R A N D U M

TO: Ted Rauh, HWMP
Margaret Felts, SMP
John Dunlap, EAP

FROM: Robert P. Hoffman
Chief Counsel

DATE: May 17, 1994

SUBJECT: Distribution of Environmental Documents to Local Agencies

Original Signed By:
Robert P. Hoffman
Chief Counsel
May 17, 1994

A recent situation had occurred where local public agencies did not receive a copy of a draft Negative Declaration and Initial Study for a project the Department of Toxic Substances Control was evaluating under the California Environmental Quality Act (CEQA). Although these documents were sent to the Office of Planning and Research (OPR) for distribution to affected state agencies, program staff should have sent these documents under separate mailing to local agencies having jurisdiction over the project.

Please remind/ inform your supervisors and staff that CEQA packages being sent to OPR must also be sent directly to local agencies, including air pollution control districts, sanitation districts, health departments, and other agencies having a potential role in the oversight of a project. Generally, the affected agencies are identified during early assessment of a project as provided under CEQA.

Should you or your staff have any questions regarding this procedure, please contact Guenther W. Moskat, Chief, Planning and Environmental Analysis Section at (916) 322-8955/ CALNET 8-492-8955.